

## DNB 2020 – POST MBBS – STATE QUOTA

### Centralized Allotment Process (CAP)

#### 1. Option Registration

This is an online activity which the candidates have to accomplish through the online option registration web page available in the candidate portal in the website [www.cee.kerala.gov.in](http://www.cee.kerala.gov.in).

Each of the available course and college combinations is treated as an option which candidates can choose and assign a priority by virtue of its position among the selected options. The course and college combinations available to be chosen by the candidates are displayed in the web page along with the buttons to choose and re-arrange the options. Those options which the candidate is not interested to join should not be selected. The most preferred option should be accorded the highest priority – top most position among the selected options. The second preference, if any, should be at the second position and so on.

Any re-arrangement of options such as selection, deletion or re-ordering has to be saved to take effect at the server side of the commissioner for entrance examinations. A **SAVE** button is provided at the top of the option registration page to save the selected options. Changes can be saved one at a time or after a series of changes.

Once the changes are saved and further changes are not required, the list of selected options can be downloaded by the candidate for future reference. The **Print Option List** button at the top of the option registration web page should only be used for downloading the list of selected options. It should be ensured that the downloaded list of options match with the intended arrangement of options as per the preferences of the candidate. Otherwise, the option registration web page should be accessed to make the intended re-arrangements followed with the save and download operations.

The option registration process should be completed within the stipulated time limit. Normally, there will not be any opportunity for the candidates to make changes in the options list afterwards. However, the automatic changes consequent on the applicable relevant conditions stated in subsequent steps will take effect.

#### 2. Allotment Preparation and Publication

Allotment of seats to candidates is prepared using a computerised process based on the rankings and allowed category claims of the candidates, options registered by the candidates, and the seat matrix approved by the government.

If any seat reserved for a particular category remains unallotted, that seat will be subjected to the conversion process defined in the Information Bulletin, and then re-allotted.

If a candidate gets an allotment, those options which are lower in priority than the option corresponding to the allotment will automatically be deleted and shall not be considered further in the Centralized Allotment Process. As these deletions are irrevocable, candidates should perform the Option Registration Process (Step 1) with due diligence.

Candidates who get an allotment should download the allotment memo from the candidate portal in the website [www.cee.kerala.gov.in](http://www.cee.kerala.gov.in). Candidates will have to complete the activities

as per the information and instructions provided in their respective allotment memo in addition to those given in the Information Bulletin and Notifications issued by the Commissioner for Entrance Examinations.

### **3. Acceptance of Allotment by Paying the Fee as per the Allotment Memo**

Fee can be remitted through the online payment facility provided in the candidate portal. Alternatively, an e-challan can be generated from the candidate portal using which payment can be done at selected post offices all over the state.

Acceptance of allotment by payment of fee within the stipulated time limit is mandatory to continue in the Centralized Allotment Process. Failure to accept the allotment by payment of fee within the stipulated time limit will cause automatic cancellation of the allotment as well as all the options registered by the candidate which in effect prohibits the candidate from further participation in the Centralized Allotment Process.

After successfully completing the acceptance of allotment by payment of fee, there could be an opportunity to **freeze** your options list at the position of the option corresponding to the accepted allotment, effectively deleting the options higher in priority than the option corresponding to the accepted allotment. This feature, if provided, has to be applied subsequent to the payment of fee without further delay. If the 'freeze' feature is available and applied by the candidate, its effects will be irrevocable. Obviously, in the case of candidates who have received an allotment corresponding to the option having the highest priority as per their respective option lists, the 'freeze' feature is not applicable.

In the absence of the 'freeze' feature or in the event of not applying the 'freeze' feature, it's possible that there is an automatic upgradation to an option higher in priority than the option corresponding to the initially accepted allotment as part of the re-allotment process of the next step (Step 4). As this automatic upgradation, if it takes place, is irrevocable, and as it will be to a higher option as per the options list saved in step 1, candidates should perform the Option Registration Process (Step 1) with due diligence.

### **4. Allotment Preparation to re-allot the vacant seats, if any, resulting from possible non-acceptance of allotment by candidates in step 3.**

The re-allotment will be conducted excluding the candidates who do not accept the allotment in step 3, and using the options as registered in step 1 except for the deletions consequent on the activities in steps 2 & 3. There will not be any option re-arrangement facility for the candidates leading to this step. Eligible candidates who do not get an allotment in step 2 will be automatically considered in this re-allotment, as are all the candidates who accepted their previous allotments in step 3.

All the candidates who get an allotment in this step, including those whose respective allotments did not change from that of step 2, must download the allotment memo from the candidate portal in the website [www.cee.kerala.gov.in](http://www.cee.kerala.gov.in). Thereafter, the fee or balance fee as shown in the allotment memo must be paid online or using the e-challan method, within the stipulated time limit.

### **5. Physically Joining at the Concerned Institution**

All the candidates who get an allotment in step 4 should proceed to the concerned Institution with all the prescribed documents and certificates after remitting the fee, so as to complete

the admission process within the stipulated joining time specified in the allotment memo and the notification. The admitting authorities of the respective institutions will verify all the required documents and admit the candidates after ensuring that all the relevant eligibility conditions are satisfied.

## **6. Further Allotments**

If any seats remain vacant even after step 5, either a repeat of steps 4 & 5, excluding the candidates who do not pay the fee and/or join the allotted institution, will be carried out or the concerned institutions will be authorized to conduct institutional level stray vacancy filling, depending on conditions such as number and distribution of the vacant seats.